

July, 2000

Dear EMS Health Care Professional:

The American Academy of Pediatrics (AAP) with publishing partner Jones & Bartlett Publishers (J&B) has developed a new national continuing education program entitled Pediatric Education for Prehospital Professionals (PEPP). PEPP is geared toward helping emergency medical service professionals better assess and manage ill or injured children in the prehospital setting. The PEPP program was created by a collaborative steering committee composed of physician, nurse, and paramedic representatives from eight national organizations concerned with emergency medical services for children (EMSC). The PEPP course is highly interactive with hands-on skill stations, small group scenarios, case-based lectures, and web-based resources at [www.PEPPsite.com](http://www.PEPPsite.com).

AAP and J&B are cosponsoring eight "train-the-trainer" rollouts in 2000. This letter is announcing open registration for a rollout that will be held on November 7-8, 2000 in San Diego, CA as a preconference activity to the CA EMSC meeting scheduled for November 9-10 at the Bahia Resort Hotel.

Because these rollouts are intended to train a cadre of PEPP Course Coordinators, we want to identify individuals who are interested in implementing PEPP courses in their communities. If you are directly responsible for educating EMTs and paramedics you should consider becoming an official PEPP Course Coordinator (see attached responsibilities). Only individuals who meet the attached PEPP Course Coordinator criteria will be eligible to register for one of the "train-the-trainer" rollouts. If you are interested in applying, please complete and return the enclosed PEPP course coordinator application and registration form with payment. Or please pass this information on to someone who may be interested.

In order to insure quality education during the PEPP course, especially in the small group skill stations, and scenarios, the student-to-faculty ratio is 6:1 so each rollout is *limited to 50 attendees*. Application and registration forms will be reviewed and processed in the order that they are received. We apologize if we cannot accommodate all interested parties.

You will receive notification within two weeks after your application has been received. It is advised that you **do not** make any air travel arrangements until you have been notified that your Course Coordinator application has been approved and your registration has been processed. Information on making hotel arrangements will accompany your confirmation.

#### **Special PEP to PEPP Crossover**

The new PEPP course is an enhancement of a previous course entitled Pediatric Education for Paramedics or PEP. If you have been actively involved in **teaching** the PEP course in the last few years you may be eligible to participate in a 4 hour transition course that will be held Wednesday afternoon, November 8, 2000. Please contact 800/433-9016 ext 7083 for more details or an application for the transition course.

If the CA dates are not convenient for you, you may want to consider the additional PEPP rollout sites:

<b>DATE</b>	<b>LOCATION</b>
September 30- October 1, 2000	Minneapolis, Minnesota
October 19-20, 2000	Syracuse, New York
October 28-29, 2000	Chicago, IL (with AAP Annual Meeting)

If you are interested in one of these other course offerings please mark your registration form with the course location and date so we can process your request accordingly. Again those courses are limited to 50 participants, so please do not make any arrangements until your registration is confirmed as the courses have been filling quickly.

For more information on PEPP visit [www.PEPPsite.com](http://www.PEPPsite.com) or feel free to contact Jones & Bartlett Publishers at 800/832-0034 with questions on ordering materials. Thank you again for your interest in PEPP.

Sincerely,

Linda Lipinsky  
Director, Division of Life Support Programs  
Department of Education  
American Academy of Pediatrics

LL:sv  
Enclosures  
- Sample course schedule  
- Course Coordinator requirements and responsibilities  
- Course Coordinator application  
- Registration form

**American Academy of Pediatrics  
Pediatric Education for Prehospital Professionals (PEPP)  
November 7-8, 2000  
Bahia Resort Hotel, San Diego, CA  
Course Schedule**

**Tuesday, November 7th**

Registration	Check in at registration desk	7:30 –8:30 am
Introduction	Welcome and Course Overview	8:30-8:45 am
Video	Segment 1: Pediatric Assessment Triangle	8:45-9:00 am
Lecture	Child Development: Applying the Triangle	9:00-9:45 am
Skill Video	Segment 2: Airway Obstruction/Foreign Body Removal, Airway Adjuncts, Bag-Valve-Mask, Endotracheal Intubation and Confirmation, Tracheostomy Obstruction Management	9:45-10:15 am
BREAK		10:15-10:30 am
	SKILL STATIONS 1 & 2 ARE RUN CONCURRENTLY	10:30 – 11:45am
• Skill Station 1	Airway Obstruction and Foreign Body Removal Airway Adjuncts Bag-Valve-Mask Endotracheal Intubation and Confirmation Tracheostomy Obstruction Management	
• Skill Station 2	15 min – Video – Intravenous IV Access, Intraosseous Needle Insertion, Spinal Immobilization  45 min – Skills – Intraosseous Needle Insertion Length-based resuscitation tape Spinal Immobilization	
LUNCH		11:45am-12:45 pm
Skill Stations 1 & 2	Skill Stations repeated	12:45-2:00 pm
Lectures	Respiratory Emergencies	2:00-2:30 pm
BREAK		2:30-2:45 pm
Lecture	Children with Special Health Care Needs	2:45-3:15 pm

Concurrent Scenarios	Child & Family Interaction Children with Special Health Care Needs	3:15-4:00 pm
Repeat Concurrent Scenarios	Switch Concurrent Scenario Rooms	4:00-4:45 pm
Adjourn		4:45 pm

### **Wednesday, November 8th**

Registration	Check in at registration desk	7:15-8:00 am
Lectures	Medical Emergencies	8:00-8:30 am
	Trauma	8:30-9:15 am
	Child Maltreatment	9:15 –9:45 am
BREAK		9:45-10:00 am
Lectures	Cardiovascular Emergencies	10:00 – 10:30 am
	Emergency Delivery & Newborn Stabilization	10:30-11:00 am
Concurrent Scenarios (round 1)	Trauma Medical Emergencies Emergency Delivery & Newborn Stabilization Cardiovascular Emergencies	11:00-11:45 am
LUNCH		11:45-12:30 pm
	Rotate to Concurrent Scenarios	12:30-1:15 pm
	Rotate to Concurrent scenarios	1:15-2:00 pm
BREAK		2:00-2:15 pm
	Rotate to Concurrent Scenarios	2:15-3:00 pm
PEPP Written Test		3:00-3:30 pm
PEPP Course Coordinator Orientation Session		3:30-5:30 pm
Adjourn		5:30 pm

# **PEPP ALS COURSE COORDINATOR REQUIREMENTS AND RESPONSIBILITIES**

This information is included so applicants fully understand the responsibilities of a PEPP Course Coordinator.

## **PEPP Course Coordinator**

### **Requirements:**

Individuals who wish to be a PEPP ALS Course Coordinator must meet the following requirements:

- Be a physician, registered nurse, physician assistant, or paramedic
- Have EMT teaching experience *or* experience in coordinating another nationally recognized standardized course for teaching pre-hospital personnel
- Successfully complete the PEPP ALS provider course with a Course Coordinator orientation component
- Be knowledgeable of the most current PEPP course material and administrative policies

### **Maintaining Status as PEPP Course Coordinator**

After a person meets all of the requirements to become a PEPP Course Coordinator, their status as a Course Coordinator is valid for two years. To renew their status, they must be involved in teaching at least two PEPP courses within their two year active period. This involvement can be either as a Course Coordinator or as Faculty.

### **Responsibilities of a PEPP Course Coordinator:**

The PEPP Course Coordinator is the primary person responsible for the quality of the PEPP Course. Responsibilities include:

#### ***Maintain Integrity of Program***

The American Academy of Pediatrics has involved many experts in the development of a quality PEPP curriculum. However, the quality of the course relies heavily on the PEPP Course Coordinator and Faculty. The Course Coordinator maintains the integrity of the program and assures that all minimum course requirements are met.

#### ***Select and Communicate with a PEPP Medical Advisor***

The PEPP Course Coordinator maintains the integrity of the program. It is their responsibility to identify a physician to serve as the PEPP Medical Advisor for the course. The name and address of the Medical Advisor must be indicated on the course roster so the American Academy of Pediatrics can recognize them with a formal letter following the course. The medical advisor is not mandated to be physically present at the PEPP course.

#### ***Select Appropriate Faculty***

A Course Coordinator recruits, prepares and supervises the Faculty for the course being coordinated.

#### ***Ensure Participant and Faculty Evaluations for Course are Completed***

The PEPP Steering Committee would like to continually improve the PEPP course. Therefore, feedback from the participants and Faculty in every course is very important. The PEPP Course Coordinator assures that each participant and each Faculty member completes an evaluation form. The Course Coordinator also assures that the evaluation forms are submitted to the AAP along with the course roster.

***Maintain Direct Communication with AAP***

The PEPP Course Coordinator communicates with the AAP about each PEPP Course. As described above, the Course Coordinator is responsible for submitting the course roster, and participant and Faculty Evaluation Forms to the Academy. The Course Coordinator may also choose to notify the Academy of upcoming PEPP courses that are open to the public. When notified of an upcoming PEPP course, the Academy will add the course to a master list and the PEPP web page of upcoming courses throughout the United States and interested individuals may be referred to your course. The staff in the Academy's Division of Life Support Programs can be reached at:

American Academy of Pediatrics  
Division of Life Support Programs  
141 Northwest Point Blvd  
Elk Grove Village, IL 60007-1098  
800/433-9016 ext 7083  
pepp@aap.org

***Coordinate Logistical Issues***

The PEPP Course Coordinator manages logistical issues including everything from budget, equipment, room reservations and registration to catering and signage. At the completion of each PEPP course, the Course Coordinator needs to complete and submit a PEPP course roster to the AAP.

***Address Educational Principles Within the Structure of the Course***

The PEPP Course Coordinator is responsible for the educational quality of the PEPP course. The Course Coordinator should assure that the course is delivered in a way that is consistent with modern adult learning theory and that the content of the course maintained.

***Be Present for Entire Course and Supervise All Aspects of the Course***

The PEPP Course Coordinator needs to be present for the entire course. The Course Coordinator will supervise the registration process, and observe lectures, scenarios and skill stations. The Course Coordinator needs to be prepared to intervene if necessary. This could involve teaching segments of the course or redirecting a skill station or scenario.

**American Academy of Pediatrics**  
**Pediatric Education for Prehospital Professionals**  
**(PEPP)**  
***ALS Course Coordinator Application***

**Applicant Information**

(Please type or print clearly)

Name: \_\_\_\_\_ Medical Designation(s) \_\_\_\_\_

Title: \_\_\_\_\_

Institution/Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Preferred Mailing Address (select one): ☐ Business ☐ Home

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Other Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**PEPP Course Coordinator Requirements**

Individuals who wish to be a PEPP Course Coordinator must meet the following requirements:

- Be a physician, registered nurse, physician assistant, or paramedic.
- Have demonstrated EMT teaching experience **or** experience in coordinating another standardized course (eg, PALS, PHTLS, NRP, etc).
- Submit this application for approval to the American Academy of Pediatrics.

**Medical Education**

I am a(n) [please **check all** that apply]:

- ☐ Physician (specify specialty) \_\_\_\_\_
- ☐ Registered Nurse
- ☐ Physician Assistant
- ☐ Emergency Medical Technician – Paramedic
- ☐ Other (**must specify**) \_\_\_\_\_

## Teaching Experience

Do you have EMT teaching experience? (check one) ☐ YES ☐ NO

If yes, list that teaching experience in last three years including other national courses that you have taught, if any.

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## PEPP Provider Course Completion Information

I understand that I must successfully complete the PEPP ALS provider course and the course coordinator orientation to become a PEPP Course Coordinator.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

If you have any question please contact the AAP, Division of Life Support Programs at 800/433-9016, ext 6795.

INTERNAL USE ONLY:

Date Entered \_\_\_\_/\_\_\_\_/\_\_\_\_

Approval Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Staff \_\_\_\_\_



**American Academy of Pediatrics  
PEPP "Train the Trainer" Workshop  
November 7-8, 2000 San Diego, CA  
Registration Form**

(Please Type or Print clearly)

Name: \_\_\_\_\_

Medical Training:    ☐ MD   ☐ DO   ☐ RN   ☐ PA   ☐ EMT-P   ☐ Other (list) \_\_\_\_\_

Title: \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

e-mail address: \_\_\_\_\_

☐ Check if you have a disability that requires special assistance. You will be contacted to discuss your needs.

Current Nursing License Number (If applicable to report CEU credit) \_\_\_\_\_

Fees: The cost for this 2-day workshop is \$175, which includes the PEPP student and resource manuals, and breakfast/lunch both days.

Registration for the course cannot be processed without payment. Payment can be by VISA, Mastercard or check. Purchase orders cannot be accepted for course registration. The course size is limited to first 50 qualified applicants to insure adequate interaction between faculty and participants.

Method of Payment:

☐ Visa   ☐ Mastercard

☐ Check (Make payable to the American Academy of Pediatrics – US attendees only)

Check # \_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_  
Credit Card Number                      Exp. Date

\_\_\_\_\_  
Cardholder's name as it appears on card:

\_\_\_\_\_  
Cardholder's signature:

- **Mail** your course coordinator application, registration and check to American Academy of Pediatrics/PEPP Registration, Division of Life Support Programs, 141 Northwest Point Blvd., Elk Grove Village, IL 60007-1098
- **Fax** your course coordinator application, registration and **credit card** information to 847/228-1350 attention Shelia Valadez, Division of Life Support Programs.

Registrations will not be processed without an approved Course Coordinator application. If you have any questions please call 800/433-9016, ext 7083.